	DEPARTMENT OF CORRECTIONS AGENCY OF HUMAN SERVICES STATE OF VERMONT	NUMBER	A
		422.03	POLICY DIRECTIVE PROCEDURE

SUBJECT FIELD SERVICE UNIT (422.03) VEHICULAR & PERSONAL SAFETY EQUIP.	EFFECTIVE DATE 02/22/99	REVIEWED AND RE-ISSUED	SUPERSEDES NEW

RECOMMENDED FOR APPROVAL BY:		AUTHORIZED BY:	
	SIGNATURE		SIGNATURE

AUTHORITY

This directive is authorized by Directive 422.01, Worker Safety in Field Units and Department Policy 301, Maintenance of Vehicles.
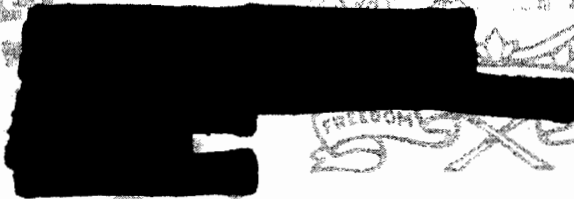
PURPOSE

This directive establishes guidelines for the availability and use of personal and vehicular safety equipment issued to CO III's to assist them in the performance of their duties.

APPLICABILITY/ACCESSIBILITY

This directive applies to Department of Corrections' staff in Community Correctional Service Centers. It is not accessible to offenders or the general public.

A. Personal Safety Equipment (Duty Bag)

Each Correctional Officer III will carry on his person the following equipment on those occasions that field work is required:

Each officer will conduct a daily, personal inventory to ensure that the above equipment is in working order. All unserviceable equipment must be replaced upon discovery.

B. Underline Vehicle Equipment

Each state-issued vehicle used by a Community Correctional Service Center will contain the following equipment which will be inventoried once each week and recorded in a log created for such a purpose:

-Car jack, tool
-First aid kit

C. Vehicle Maintenance

Each state-issued vehicle will have the following preventative maintenance checks performed once each week by an officer using the vehicle:

-Check all fluid levels: oil, antifreeze/water, brake, transmission, gas
-Tire pressure
-All lights
-Spare tire
-Windshield wipers
-Remove all debris from vehicle at the end of each shift

Records of vehicle preventative maintenance checks performed will be recorded as referenced in Department Policy 301, Maintenance of Vehicles. The results of all inventories will be recorded in an appropriate log.